Discretionary Grants Management

Online Training and Resources

For Grantees

Discretionary Grants Course - Windows Internet Explorer

Discretionary Grants Course

Introduction | *Course Topics and Objectives*

Topics

Introduction

Getting Started

The G5 System and Grant Monitoring

Budget Management & Internal Controls

What if You Need to Make a Change?

Audits and Audit Requirements

Reporting and Records Retention

Summary and Conclusion

Objectives

By the end of this course, you will be able to:

- Identify key information in the GAN
- Identify when funds can be drawn down from the G5 System
- Identify the purpose of ED's G5 monitoring
- Identify responsibilities for budget management and internal controls
- Distinguish between changes that require prior approval and those that do not
- Identify when an independent audit is required
- Identify common audit findings, and the consequences of unresolved findings
- Identify the requirements for performance reporting and records retention

MENU   GLOSSARY   RESOURCES

2 OF 28

This course is divided into eight topics, including this introduction. In the Getting Started topic, you'll learn what's in the Grant Award Notification, what regulations govern your award, and what a post-award conference is. You'll learn about the G5 system. That's where you get your grant money, and that is one way the Department of Education, or ED, monitors your expenditures. Next, you'll look at some requirements for budget management

http://vpp.ed.gov/training/

Grants Management Training and Resources

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- ➜ Access Resources
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Partnerships between grantees and the Department of Education.

Recordkeeping

In order to achieve sound fiscal management of Department of Education grant funds, a grantee should have in place a viable recordkeeping system that includes:

- A copy of the most recently approved budget for the project;

- Copies of any grant-related memoranda, letters, or other correspondence, including but not be limited to:

  - Fiscal Guidance
    - Policies/Procedures
    - Training
    - Communications
    - Supplies
    - Travel

Recordkeeping (continued)

- Copies of any grant-related memoranda, letters, or other correspondence, including but not be limited to:

  - Copies of all performance reports submitted to the Department of Education

  - Copies of surveys or needs assessments

  - Forms used to monitor project activities

  - Inventory of all equipment purchased or leased

  - Post-award Institutional Review Board (IRB) certifications, if applicable

Recordkeeping (continued)

- Copies of any grant-related memoranda, letters, or other correspondence, including but not be limited to:

  - Project evaluation plan, including timelines and measurement instruments

  - Project timelines indicating completed activities and projected completion dates

  - Recent audit reports by the Department of Education or state agencies, if applicable

  - Site visit reports

  - Time and effort records

Websites

Grants Management Training and Resources

http://vpp.ed.gov/training/

Discretionary Grants Course:

http://www2.ed.gov/rms-training/doed_discretionary_fy12/launchPage.htm